**RECOMMENDATION FOR EXTENSION OF SERVICE FORM**

***(This form is to be initiated by HR & Corporate Services Manager and submitted to the HR and Compensation Committee prior to the renewal/expiry of current employment contract)***

**Preamble**

NA Termination Policy states that retirement age for employees is 60 years old but that, on reaching retirement age, employees can be considered for an extension of service on a year to year basis.

To be extended beyond retirement age an employee needs to be:

* Recommended for further employment by direct line manager based on the job requirement
* Meet the required medical standard
* Approval of the HR and Compensation Committee Chair

|  |  |
| --- | --- |
| Employee Name: | Employee Position:  Employee Number: |
| Employee Date of Birth: | Employment Contract Expiry Date: |

|  |  |
| --- | --- |
| Comments by Direct Line Manager: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Recommended / Not recommended for extension of service:

………………………………………………………

Date:………………………..

(Line Manager’s Name)

(Position)

If extension of service is recommended by the direct line manager, a medical assessment is to be arranged by HR.

Medical assessment result attached : fit / unfit

**Extension of Contract: Approved / Not Approved**

……………………………………………………….. Date:………………………

HR and Compensation Committee Chair